

WRITING JOB DEFINITIONS

Procedure No. 1
Wage and Classification Panel
4 November 1987

1. **Purpose.** To promote uniformity in the content and format of MLC/IHA job definitions.

2. **Scope.** This procedure will be used in the preparation of proposed JD's for submission to the Classification Panel of the Joint Labor Affairs Committee.

3. **Procedure**

a. **Writing Job Definitions**

(1) JDs for BWT 2 should be written for non-supervisory positions only. To the greatest extent possible, they should be written to provide four-service coverage, or if this is not feasible because of the nature of work (i.e., shipyard work or aircraft work), the definition may then speak exclusively to the specialized nature of occupation involved.

(2) JDs in other than BWT 2 that are supervisory in nature and contain managerial duties involving the direction of work performed by subordinate workers, should reflect the full scope of the supervisory tasks by stating the degree to which the incumbent will be involved in personnel management, i.e., selection of personnel, assignment of work, review of work, discipline, etc. The title in this case must carry a supervisory or managerial designation and a statement that the position will not constitute the basis of a supervisory grade.

(3) As a matter of policy, JDs will not be prepared for low grade clerical and manual functions when existing definitions will cover tasks that require relatively short periods of training or instruction.

b. **Format.** The structure of the JD will be in three parts: general, duties and responsibilities, and others.

(1) Under "General", information should be presented that is essential for classification and evaluation purposes. This opening statement should contain the controlling duties or tasks which were considered so significantly different from other existing definitions that a new and separate definition was required to satisfy the needs of classification, pay, recruitment, and other personnel processes.

(2) Under the heading of "Duties and Responsibilities", the supporting information outlined under the "General" heading should be provided and will be the factual basis for the classification of the position involved. The duties of a definition will be organized in order of difficulty or sequence of performance. The order of difficulty is the preferred method and should be used unless the sequence method will enhance an understanding of the knowledge and skills essential to performance.

(3) The length and number of paragraphs of "Duties and Responsibilities" will be limited to enable the entire definition to be printed on one page.

(4) Abbreviations and local shop or office terminology will be avoided.

(5) Duty statements will be written in the third person, singular, present tense, and active voice. Duty statements will be concise, usually will begin with the verb and the subject of the sentence (incumbent) will not be repeated unnecessarily.

(6) Under "Others", such items as licensing requirements, special physical requirements, etc. will be included.

(7) Recommended JD titles will be kept short but will be as descriptive as possible.

c. Establishing Proposed Grade Structure. The grade structure is to be based upon objective analysis of the facts contained in the newly prepared definition. The level selected for the definition is to be compared with related definitions within the occupational family if any have been established, and with level in other occupational families to assure horizontal alignment.

d. Justification of Grade and Essentiality. A completed Job Coordination Worksheet (Figure 1), including justification or rationale, must accompany each requested definition documenting the primary considerations warranting the proposed grade. An explanation will be given concerning the grade relation between the new and other JDs, and it will provide background information concerning the occupational area of the definition. Other coordination data will be included as indicated on the Job Coordination Worksheet.

e. Style and Spacing for the Draft. Each "submitting activity will provide a copy of the new JD and attach a Job Definition Coordination Worksheet.

JOB DEFINITION COORDINATION WORK SHEET			
Job Title:	BWT	Grade	LA
Justification			
Placement Source	No. of Positions		
Sponsor	Organization(s) Using Job Definition		